

DEPARTMENT HEAD MONTHLY REPORTS TO THE TOWN MANAGER
AUGUST, 2006

Below, please find a compilation of reports from each Town Department

ASSESSOR: Submitted by David Utakis

Despite distractions caused by special requests, the re-certification of values program also called Revaluation is moving along fairly well. In an ideal world, everything would be done and ready for Department of Revenue (DOR) review Sept. 15.

Our Personal Property accounts are about 95% done. Our commercial and industrial segment is about 80% done. Our residential part, which is being done in-house, is probably about 33%. The delay in a report-writing program, as mentioned in last months report, has not been solved by DOR. As of this writing, I'm still waiting for the DOR to update my CAMA system with the report writing programs needed to complete the revaluation process. I have already started working on alternatives just in case DOR fails to come though. The DOR division that is handling the report section is the same that operates our computerized property record card system. A different DOR group handles the revaluation part. Both divisions are short-staffed. I'll be happy if everything is signed, sealed and delivered to DOR's satisfaction by Halloween.

The distractions I spoke of include those companies who have TIF agreements with the town who seek data for their annual state reports due Sept. 1. We tell them how much they saved by having a TIF. Another frequent distraction is the request from builders for final inspections of property that is newly built.

Other distractions include the many requests from different departments and taxpayers for research on everything from unknown ownership properties to town-owned land, Chapter 61, 61A and 61B land. Those requests that I see to be very time consuming may have to be delayed until after the re-certification work is done.

As reported last month, market conditions have not improved. We are still short on sales and construction and are seeing the biggest backlog in un-sold properties that we've ever seen. Property values remain well above those experienced in 2004, which were the basis of current values. Despite the leveling of the market place, we will still see an upward adjustment. We will have to lower our expectations for new growth in FY2008 even if the FY2007 growth exceeds FY2006.

Our dedicated assistant Barbara Harris will be on vacation now through Sept. 10. It looks like she will be dodging hurricanes for the next two weeks. Our other able assistant, Jennifer Hyland, will be filling in for Barbara.

I will be attending one assessor meeting and a DOR training in September. The first is the third quarter meeting of the Worcester County Assessors Association at 6 p.m. Sept. 13 in West Boylston. I serve as president of that organization. Our featured speaker will be State Sen. Steve Brewer who will discuss new property tax exemptions approved by the legislature.

The second is the annual "What's new in municipal law?" seminar which is an extremely informative session put on by the legal staff at DOR. That all-day session will be held Sept. 29 in West Springfield. A re-run of this session will be Oct. 6 in Randolph. I recommend this DOR program to all financial department heads.

BOARD OF HEALTH: Submitted by Chairman Susan Smith

The following is a summary of Board of Health activities from August 1, 2006 to August 31, 2006.

Food inspections – 16 Food re-inspections – 12 Housing complaints -2

The Board of Health office completed the following by e-mail, phone and walk-in:

Calls for service – 103 Request for copies – 29

Animal complaints - 15 Phone calls – 155 Walk-ins – 74

Held 4 meetings, August 3, 17, 24, 31.

Relevant actions:

- Applied for and received equipment grant from Public Health Emergency Preparedness Coalition.
- 8/3/06 CDC web cast on emergency response plans, 1 ½ hours
- 8/12/06 Completed ICS 700, 2 hours
- 8/15 attended dept head meeting re Down East Subdivision
- 8/17, 8/18, ICS 200 course, Sutton Town Hall, 15 hours
- 8/22/06 Operation Little Bird, Flu pandemic Tabletop Exercise, Worcester all three BOH members in attendance, 6 hours
- 8/24 joint Uxbridge/Millville department head mtg. re: Kempton Rd site
- 8/31/06 joint Uxbridge/Millville boh meeting, Kempton Rd.
- 8/29/06 Weapons of Mass Destruction Awareness Course, Brookline PD, 8 hrs
- Throughout the month of August Tim Rice has worked diligently with engineers, committee members and DPW to come to an amicable resolution to the needs of the Quaker Village Condo Community.
- Tim Rice met with a Boston based firm to discuss possibilities for the Town of Uxbridge to set up a recycling facility.

BUILDING INSPECTOR: Submitted by Nick Gazerro

During the month of August, it was a very busy time for inspections and zoning related issues. The new construction in the upper Town Hall has been taken up quite a bit of time. The phone calls for the department range from 150 to 200 per week. Visitors who frequent the office average 10 – 25 daily.

For the month of August the fees collected are as follows:

Plumbing - 17 permits issued	Fee's Collected	\$1,700.00
Gas - 10 permits issued	Fee's Collected	\$ 850.00
Electric - 45 permits issued	Fee's Collected:	\$3,160.00
Building - 49 permits issued	Fee's collected:	\$8,209.00
	Total:	\$13, 919.00

The following Building Permits were issued during the month of August:

2 Additions	4 Condos
2 Garages	1 Handicap ramp
1 Inground pool	1 Office modular
1 Porch	11 Roofs
2 Sheds	6 Vinyl Sidings
5 Pellet Stoves	4 Wood Stoves
1 Tent permit	1 Replacement Windows
7 Assorted Permits	

CONSERVATION: Submitted by Rachel Landry

Permitting Activity: The Commission received 3 new applications for work near or within wetlands. Transcanada submitted an application for the proposed Conservation Design subdivision. The Conservation Commission has conducted a site inspection of the area where the subdivision is proposed. A large and active vernal pool is located centrally on the site. The Commission will work with the applicant to minimize impacts to this and other sensitive habitat areas on the site. Permits were issued for three projects, including additions to an existing house, and repairs to existing petroleum pipelines.

Open Space Management: Grant moneys have been made available by the Massachusetts Dept. of Conservation and Recreation. These moneys are a challenge grant (funding: 20% grantee, 80% grantor). Discussions were held with the administrator of the grant as to the feasibility of offsetting costs for a boardwalk to be constructed at Pout Pond. Although the work would be eligible for consideration of a grant, we were informed that the project would not be competitive as the grant is being targeted towards large/regional projects with an emphasis on greenway connectivity. The Commission intends to develop a future trails layout for Legg Farm which would enhance connectivity with Pout Pond and also the state-owned Riverbend Farm. The trails layout will be a component of a land use plan for Legg Farm and will be critical in presenting a competitive project for grant consideration in the future.

Pout Pond: The beach area was heavily utilized during the month of August. With the upswing in use and lack of staffing, sanitary issues including littering and dog droppings plagued the beach area. The Commission approved an application to build a boardwalk traversing the seasonally flooded trail that runs between the pond and bog. The boardwalk is to be built by Boy Scouts headed up by Mr. Kramer, Eagle Scout candidate.

Legg Farm: An abutter to the Legg Farm property erroneously constructed a paved driveway over an access area for the Farm. The driveway has been relocated and the issue is nearing resolution.

Other: The Commission has begun discussions on disposition regarding the Pout Pond swim facility as well as open space management goals and objectives for both Pout Pond and Legg Farm. The Commission anticipates a series of working meetings as well as public hearings on the matter beginning in late Fall. Work has begun on a Conservation Commission website which will provide a great deal of information for the public. The website will provide scheduling, agendas, minutes, general wetlands education, permitting guidance, information on the Town's conservation lands, erosion control guidance for contractors, and links to laws, forms and general information.

Gravel Pit Administration (Gravel Removal, Section X – Uxbridge General Bylaws)

Deliberations continued regarding an application for gravel removal submitted by Mr. David Lavallee, of 220 Quaker Highway. The application was withdrawn by the applicant due to issues regarding proposed future development at the parcel.

The Board of Selectmen granted 12-month renewals of two gravel removal permits held by Mr. Duane Schnorr, one operation at 762 Quaker Highway, and the other at 500 Chocolog Road. Both operations were found to be in compliance with the approved plans of record, and restoration is occurring on an ongoing basis.

COMMUNITY ACCESS TELEVISION: Submitted by Barry Giles

During the month of August, I have been finalizing a few projects and continue to install new equipment to better improve the quality and quantity of programming for the cable subscribers of Uxbridge.

The following is a list of events occurring during the month of August:

New Playback Equipment Installed: At the end of August the new playback system for Channel 12 was installed. The installation was delayed a few weeks as I patiently waited for a new computer for the playback system. This system has a new controller, S-VHS and DVD playback decks. The new system will allow UCAT to increase playback capabilities through both formats.

School Committee Meeting Equipment: A technician has been hired to install the remote cameras and broadcast equipment in the High School Library. The installation will take place during the week of September 11th. We are hoping to have the next School Committee Meeting, September 19th, to be broadcast live to the community.

High School Communication Class: School is back in session and I have started to work with Mr. Hennesey's Communications class. We plan on training the student in all aspects of television production. A news program is in the works by the students that will be broadcasted within the school and to the community in the evening. The program will have daily announcements, classroom features, sports and weather. We will also be working on PSAs, public service announcements, to promote school activities. We have 5 students right now but are hoping other students will hear about progress and get involved. We are also planning on expanding the coverage of High School sports for the Fall and Winter season.

Community Programming: With the summer over, volunteers are getting back into producing programming for channel 12. I have also reached out to other communities for programming to run on the local channels. Although we have a very few amount of volunteers, we have still been able continue with coverage of government meetings and a few new programs.

Training through Adult Education: I will be starting a training workshop for residents of Uxbridge through the Adult Education program. Information will be sent out soon when classes will begin.

COUNCIL ON AGING: Submitted by Marsha Petrillo

The Senior Center is pleased to submit the following report for the month of August, 2006:

Fuel Assistance

The Uxbridge Senior Center is an official intake site for local income-eligible households seeking help with their fuel bills. The program season for fuel assistance begins in August with the recertification process. Individuals who are currently in the fuel assistance program are required to restate their household information in order to qualify for FY 07. Each recertification takes about 30 minutes to process. To date we have assisted twenty (20) individuals with their fuel assistance recertifications.

Outreach Report

Our Outreach Coordinator works 15 hours each week and is available on Tuesdays and Wednesdays from 9:00am – 3:00 pm and Thursdays from 8:00 am to 11:00 am.

Office Visits	11	Home Visits	2
Nursing Home Visits	4	Attended Wakes	2
SMOC Recerts	20	Homebound services	3
Referral Calls & Fact Finding	7	Wellness Checks	16
SHINE	8		

Statistical Data

The following statistics represent the number of individuals using our transportation services, meals on wheels, luncheon attendance and attendance at our various programs:

Van Transportation	160	Medical Transportation	63
Tai Chi	42	Card Games	160
Meals on Wheels Delivered	1637	Weekend meals delivered	40
Congregate Meals Served	479	Total Meals Served	2,156
Cash Turnovers 8/06	\$1,051.00	Phone calls in & out	328
Overall Attendance @ Sr. Cntr	687		

Special Trips

The Senior Center ran a special trip to the S.A.C. Park in Shrewsbury on Saturday, August 19th. Fifteen individuals attended with our van filled to its capacity.

Cool Down Zone

Director reported on the importance of staying hydrated in the extreme heat of August and gave advisory tips as outlined by MEMA to help seniors keep cool and stay safe. The Senior Center was designated a cool down zone M-F from 8:00 am to 4:30 pm during the month of August.

Special Donation

Selectman Daniel Stack presented the Uxbridge Elderly Connection, Inc., the Senior Center Friends Group, a check for \$1,000. Mr. Stack won the \$1,000 for shooting a hole-in-one at the Uxbridge Senior Center Golf Tournament held in June at Crystal Lake. Russ Rosborough, President of Uxbridge Auto, Inc., donated the \$1,000 prize for the first hole-in-one contest. The tournament raised an additional \$5,000 to benefit the Senior Center's kitchen renovation.

DPW: Submitted by Larry Bombara

WATER:

1. Completed the Water main connection across Rt 146A for the Quaker Condominiums
2. Repaired water main break in DPW yard serving Highway Garage
3. Continuing progress on SCADA communications network design for the well fields and water tanks
4. Conducted first meeting with the Bouchard family on the purchase of their rear land abutting the Blackstone well field. The Town was found to be non competitive for a Wellhead Protection Grant to fund portions of this project

WASTEWATER:

1. Completed initial review of lime silo construction plans
2. Completed updated Spill Prevention Control and Countermeasure plan (SPCC) and forwarded to US EPA

HIGHWAY:

1. Attended Bikeway Task Force mtg with Town Mgr at MHD
2. Conducted successful 11th annual Children's Day at DPW facility on Hecla St. with approx 180+ children on August 22nd
3. Completed annual report for Stormwater Phase 2 for EPA
4. Beginning equipment preparation for winter
5. Preparing Spring road construction projects
6. Mendon Street reconstruction moving into phase 3 section (Oak Street to Hecla St) with remaining "concrete sub-base" phases to follow. Traffic congestion has been the biggest complaint to and concern of the Public Safety Committee. Work plans are constantly being reviewed and adjusted to minimize delays and inconveniences.

OTHER: Potential Fall Town Mtg articles *may* include

1. Acquisition of Blackstone St well field protection land
2. Funds for permitting and design costs associated with Rosenfeld well field
3. Funds for water audit and conservation plan to meet new well field approval process
4. Funds for Stormwater Phase 2 compliance

FINANCE DIRECTOR AND TOWN ACCOUNTANT: Submitted by David Genereux

1. The FY2005 audit is complete. Copies of the audit arrived on August 29th and are in the process of being distributed. The FY2006 audit process has begun. The audit firm concluded three days of field work on August 17th. They will return after Accounting completes the year end close process for FY2006 and produces trial balance.
2. We will be requesting lists of surplus property from Town Departments shortly for the Fall Town Auction which will be held at the old thrift shop next to the Senior Center. In preparation for that auction, the Center will be sponsoring a clean out and bake sale at the shop on September 9th from 9-1. Donations of clean, usable merchandise for the sale will be gratefully accepted.
3. The Town was eligible and applied for two grants in August; a pothole grant from the Department of Education and a Sewer Rate Relief grant from the Division of Local Services. A memo that discusses the processes involved in applying for these grants will be released.
4. The Tax Office posted tax taking notices for 89 properties in the August 23rd edition of the Blackstone Valley Tribune. Owners of properties that have been advertised have until September 7, 2006 to pay their bill. The Town will be recording tax liens on all delinquent

properties shortly after the due date. Payment plans are available, but only after the Town has recorded the lien at the Worcester Registry of Deeds.

5. Cash Reconciliation: July, 2006

1. Starting Balance:	12,617,404.90
2. July Receipts:	3,848,002.18
3. July Warrants:	<u>(2,166,177.84)</u>
4. Cash Balance:	\$14,299,229.32

6. Collections for August:

1. Motor Vehicle:	43,225.10
2. Personal Property:	2,837.17
3. Real Estate:	706,218.29
4. Tax Title:	23,873.75
5. Interest, Liens & Fees:	<u>14,727.12</u>
6. Total Collected:	\$790,881.43

FIRE DEPARTMENT: Submitted by Peter Ostroskey

I am pleased to submit the following activity report for the Fire Department:

INCIDENT REPORT: The Department responded to 151 emergency incidents including 3 fire/explosion incidents, 125 rescue/medical emergencies, 7 hazardous conditions, 6 service calls, and 10 good intent calls responses. We provided mutual aid to neighboring communities 9 times and received mutual aid on 2 occasions. Our personnel operated at significant incidents including:

- a severe weather incident resulting in downed power lines arcing on the ground in neighborhoods across town
- a two alarm structure fire on Hill Street, Northbridge on August 16;

The ambulance service evaluated 123 patients, provided care and transported 91 to area hospitals. The transports were to Milford Regional Medical Center (82), U-Mass – University Campus (4), Landmark Medical Center – Woonsocket (3) and Worcester Medical City/St. Vincent's (2) and involved advanced life support service on 50 occasions.

FIRE PREVENTION: The opening of the public schools at the end of August involves our personnel through review of emergency plans and routine building inspection prior to the first day of school. Department personnel met with the Superintendent of Schools and the principals and assistant principals to review fire prevention and emergency protocols. The school maintenance team and the firefighters completed walk through inspections of all school buildings before the first day of school.

Fire drills were conducted at each school within the first three days of opening to students.

The subdivision plans review process was reviewed and updated. Among those plans we made comment on the Evergreen Acres and Mapleshire Subdivision Definitive Plan to the Planning Board as part of their process and met with representatives from Waucantuck Mill relative to the special permit process they are involved in for the site on Mendon St.

We are working on a proposal for consideration by the Planning Board relative to water supply for subdivisions located outside the water district and hope to have that proposal before them within the next month.

TRAINING: Personnel received training and participated in drills on large diameter hose, extrication tools and pre-connected hose line evolutions. The Officers reviewed additional information pertaining to operations at the new BJ's facility on Quaker Highway.

Three firefighters completed certification requirements and are now nationally certified to the Firefighter I/II level. They are Karen Nutter, Paula O'Brien and Neil Vaidya.

GENERAL: We are pleased to note a new intern from the Uxbridge High School started working with us on August 30. Jeff Hutchinson is a senior at UHS and will be working with the on-duty personnel on several projects between now and the completion of his internship on January 9. This program has been very successful and we are looking forward to having Jeff continue that trend.

All self-contained breathing apparatus was tested as required. Each unit was tested according to the manufacturers' specifications by an outside firm and was serviced and adjusted as necessary.

PLANNING AND ECONOMIC DEVELOPMENT: Submitted by Floyd Forman

Spoke with or met with numerous members of the public concerning questions on planning and zoning issues. Spent time with the following projects before the Planning Board:

- Holbrook Farm Estates: Attempting to resolve roadway completion on Murphy's Way, so as not to pull the surety and have the Town manage completion of the subdivision. Will let you know whether or not I am successful with this in September's report.
- Cnossen – Unilock: proposed 40,000+ sq. ft building at Quaker Industrial Park II
Met with Attorney Andrea Hogarth on this project. The applicant needs a special permit from the Planning Board for a building over 20,000 sq. ft. The applicant also understands that the original subdivision plan should be modified to move and enlarge a detention basin. The two processes will be reviewed simultaneously. The subdivision modification and special permit have now been advertised and are on the Planning Board's agenda for the first meeting in September.
- Evergreen Acres: Proposed 84 lot Conservation Design Subdivision off King St. This is the Town's first Conservation Design Subdivision. Wrote draft decision for Board on project. As a follow-up met with Fire Chief and Engineer in an attempt to complete a few outstanding issues. The Board will likely vote on this in September.
- Aldrich Brook Proposed 8 lot Conservation Design Subdivision off Glendale St.
With approval of the Special Permit, the applicant has now brought forward the definitive plan for review by the Planning Board.
- Waucantuck Mill: Proposed redevelopment of old mill buildings involving cleanup of a brownfield site located along Mendon St. adjacent to West River Rd. and Henry St. The project needs a Special Permit from the Planning Board. I spoke with applicant on multiple occasions this month about his project from moneys owed to possible impacts. This project is on the Agenda for the first meeting in September.
- Mountain View: Proposed 7 lot subdivision off Albee Rd.

Met with Conservation Agent, Rachel Landry, concerning this project and the amount of cuts and possible impacts to the storm water detention system. In August, revised the draft decision on project due to changes by applicant. This project may be within the new blasting guidelines from BOH.

- Planning Board special meeting with John Mullin
John is the Dean of the Graduate School at UMass Amherst and a member of the faculty at the School of Landscape Architecture and Regional Planning. John explained to the Planning Board how he deals with Master Planning. John believes in a bottoms up approach if possible, with much of the work being done by the public, for whom this will be their guiding land-use document.
- Reviewed one Form A Plan to come before Planning Board and later discussed the plan with the Board.

Other Matters

- Met with other staff members to discuss BOH limit on blasting and the Down East Subdivision.
- Taft Hill / Summerfield: Town Manager, DPW Assistant Superintendent and I met with the developers from Summerfield in an attempt to resolve some of the outstanding issues, especially roadway and infrastructure issues. Also spent significant time with follow-up from the meeting including time with Town Counsel that the applicant has agreed to pay for.
- Working with developers to pay cost of review for town counsel just as they would for engineering review.
- Met with the DPW Superintendent concerning street acceptances for Town Meeting. We agreed to recommend to the Selectmen that they modify the street acceptance process by having requests in no later than 4 months prior to Town Meeting.
- Bylaw Review Committee: Continued working with Bylaw Review Committee on its proposed changes and clarifications to the Zoning Bylaw including the Zoning Map.
- Cartographics: Spoke with personnel from Cartographics on multiple occasions on multiple issues including getting utilities mapped onto our GIS System.
- Worked with Planning Board, staff, and developers to refine policy RE: no submission of subdivision plans prior to Selectmen agreeing to street name.
- Responded to questions raised by Howard Fortner concerning the number of housing units under construction and the potential number the Planning Board is reviewing.
- Mall: Spoke further with Saxon Partners to discuss issues related to commercial development at Routes 16 and 146.
- BJs: Sent additional letter to BJs reminding them of traffic issues that the Planning Board had made conditions of its Special Permit approval. In the process of dealing with some off-site truck traffic issues.

- Office Planning: Met with a few persons for ideas how to best turn this office into two offices.
- Zoning: Sent E-Mails and information to Planning Board RE: Zoning for upcoming Town Meeting. My thoughts were to proceed with something very likely to pass like a parking bylaw, after the rezoning battles at the last Town Meeting.

POLICE DEPARTMENT: Submitted by Scott Freitas

The following is a list of activity for the Uxbridge Police Department for August, 2006:

During this time dispatch received, responded to and/or dispatched 1057 calls for service to the Police, Fire or EMS Service. That is 45 more calls than the month of July 2006. 13% of the calls were Fire/EMS related, which usually also required a police response and 87% were strictly police related. This current year we have responded to 7660 calls for service. This is an increase of 17.7% over last year. Currently we are still destined to surpass our peak year of 2000 and will have responded to the most calls for service in a year since computer generated data collection started in the early 1990s. We project to be answering somewhere around 11,500 calls this calendar year.

53 Motor vehicle citations were issued, and officers continued to participate in an aggressive driver enforcement grant funded by the Governor's Highway Safety Bureau. The current GHSB wave of patrols goes until September 5, 2006.

18 Motor Vehicle Accidents were investigated. This is about 50% lower than July.

31 Arrests or applications for criminal complaints were made.

Although call for service increased, all three of these activity areas decreased when compared to July.

Some special investigative operations were also conducted during this month.

Traffic is still an issue during the ongoing construction of Mendon Street. Patience on the part of the motoring public is and has been appreciated. The traffic patterns will remain a difficult issue as the traffic patterns are apt to change quickly due to the needs of the project on a daily basis.

At this point, things are going relatively well with the parking situation at the Good Shepherd School. We will continue to monitor the area during the school year.

Training: Newly appointed Officers Gregory Bach and Benjamin Smoot began training at the Police Academy in Boylston on August 28. Graduation is expected in early January. Officer Josiah Morrisette went to a one week training on Drug recognition. The training was held in Arizona that was paid for from the Governor's Highway Safety Bureau. This will allow him to conduct tests to determine when operators are driving motor vehicles under the influence of dangerous drugs.

As fall roles around training will be increasing in many areas including but not limited to in service training for all officers.

Recommendations were forwarded to the Town Manger for part time police officer appointments and the successful candidates are: Thomas Stockwell, Janice Neitz, Keith Stratton and John Larrabee. Processing them through the needed requirements of the Municipal Police Training Council and Civil Service is going on now. Two have been sworn in and are beginning field training as of August 31, 2006.

Emergency Management: Sgt. Emerick has continued his hard work relative to Emergency Management planning and NIMS compliance training. Incident Command training for the Department Heads has begun with Mass. Emergency Management much of the training is completed. The training was done here in Uxbridge at police headquarters.

Grants: GHSB provided another round of Click it or Ticket Driver Enforcement monies. The total funding was once again over \$1200.00. An additional \$3000.00 from the GHSB was also secured and we have purchased two additional radar units and are upgrading one of our traffic counters.

The grant process for reimbursement of new bullet resistant vests is still on going, new vests have been ordered in early July and we expect them any time.

We have begun co-operative meetings with the Juvenile Probation Department and School Department and hope for continued collaboration in dealing with Juvenile Crime.

Animal Control: The dog officer Responded to at least 31 complaints in the month of July. Joyce Gareri has been testifying at court in August relative to a vicious dog hearing at the Uxbridge District Court. The case has been continued to September but expected to be over at that time. Work is still ongoing relative to possibly regionalizing the service and meetings are scheduled for September.

I wish to thank the Board of Selectmen and you for your support as police chief and look forward to working with you in the upcoming months.

TOWN CLERK: Submitted by Holly Gallerani

The following is the August report for the Office of the Town Clerk.

ELECTIONS:

- The owner's son of LHS personally came out and inspected the ballot boxes and replaced a deflector in three of the boxes. He mentioned that the ballot boxes seem to be abused; pertaining to water, mold, and storage issues.
- September Primary: Our office has been preparing Absentee Voter Applications for the September 19th, 2006 primary. As of August 30, we have received 51 Absentee Voter Applications. On 8/21, Absentee Ballots were certified and mailed by the Registrars. Absentee voting is available in the office for voters that will be away during an election.
- We have processed 42 voter registrations as well as 51 miscellaneous changes regarding voters in the VRIS system.
- The election workers that were appointed by the Board of Selectmen on August 14, 2006 have been contacted to work in the November 19th Primary.

VITAL RECORDS:

I am pleased to announce that we are in the process of preserving our records that date back to the 1700's with the help of a volunteer who is knowledgeable in genealogy.

We have recorded in the month of August:

- 15 Birth certificates
- 7 Marriage licenses
- 7 Death certificates

On the 10th of the month a state report is required recording the number of births, marriages, and deaths that have been processed by the Town Clerk's office.

8 couples filed new marriage intentions. The intentions process can be time consuming (may take 1-2 hours to complete) as the forms must be error free.

We issued:

- 70 Certified copies of birth
- 25 Certified copies of marriage certificates
- 10 Certified copies of death certificates

All birth, marriage, death and business certificates have to be indexed on a monthly basis.

REQUESTS/CERTIFICATES ISSUED:

- 4 Business certificates applications processed

TURNOVERS:

FY07 FEES COLLECTED								
TOWN CLERK'S OFFICE								
								Grand Total
FY07	Town	Town Clerk	Dog	Dog	Dog		Total Weekly	Turned
Date	Clerk Fees	Licenses	Licenses	Late Fees	Fines	Zoning Fees	Turn Over	Over
8/5/06	\$185.00	\$70.00	\$14.00	\$10.00	\$0	\$0	\$279.00	\$279.00
8/12/06	\$90.00	\$30.00	\$14.00	\$0	\$0	\$0	\$134.00	\$413.00
8/19/06	\$110.00	\$30.00	\$28.00	\$20.00	\$50.00	\$0	\$238.00	\$651.00
8/26/06	\$195.00	\$60.00	\$57.00	\$60.00	\$150.00	\$0	\$522.00	\$1173.00
8/31/06	Will be	reported	with	September	numbers			

Our office handles the dog licenses as well as processing the money collected for the licenses, late fees and fines by the Animal Control Officer.

Total amount of money turned over to the Treasurer/Collector's office for all fees collected for the month of August was **\$1,173.00.**

PUBLIC OUTREACH:

Working cooperatively with the Blanchard Reuse Committee, our office responded to their department survey regarding needs for space. We are waiting to hear back from them on the Structural Study that was recently completed.

As part of the upcoming State Primary and Elections that will occur on September 19th and November 7th, our office has sent 20 birthday cards and voter registration to all of the residents of Uxbridge who reach their 18th birthday.

OFFICE RECORDKEEPING:

The Town Clerk's office is the archival repository for the town. Our office is responsible for all 20 day appeals on ZBA decisions, filing Planning Board documents (i.e. Form A), various board/committee minutes, time stamp posting of meetings & agendas. We also display for the public agendas and meeting postings. Individuals can request copies of meeting minutes, agendas and postings through our office.

CUSTOMER SERVICE:

- A total of 268 telephone calls have been received in the month of August.
- Research, which entailed approximately 20 hours
- Genealogy
- Notary services
- Swearing In of committee members, new police officers, public offices
 - The Town Clerk swore in Keith Stratton, a new patrolman for the Town
- Adoptions
 - A foreign adoption was facilitated by the Town Clerk's office in the month of August.

STAFF:

Our office is pleased to welcome our new Board of Registrar Clerk, Joe Smith. Joe will also be assisting me during his 19 hour work week.

EDUCATION:

As part of the Town Clerk's commitment to the continuing education of the staff, Holly Gallerani took part in a one-day certification course on emergency management. The course, sponsored by the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security, was entitled the National Incident Management System (NIMS). Ms. Gallerani was trained to provide support services during prevention, response, and recovery operations of any emergency as a "first responder."

INTER-DEPARTMENT SERVICES:

- Pole Location Certification for Board of Selectmen
- I.D.'s for Building Department
- Constable Posting for Treasurer/Collector
- Certifying numerous tax liens for Treasurer/Collector
- Assisted Council on Aging Director, Marsha Petrillo